

# Application for Employment

Please fill out the following form. Use the 'Save As' command before you start typing.



To be completed by Trust staff only:

Shortlisted  References  Interviewed  Appointed

Post:

## Personal Details

Surname:

Forename(s):

Previous Surname:

Home Address:

Postcode:

Title:

Mr  Mrs  Miss  Ms  Other  (please state):

Telephone (Home):

Telephone (Mobile):

Telephone (Work):

Email:

Do you have Qualified Teacher Status (QTS)?

Yes  No

NI Number:

DfE Number (if applicable):

## References

Please provide details of two referees who may be asked to provide confidential information. One must be your Headteacher or Line Manager in your current employment. If you are shortlisted for interview, in line with safer recruitment advice, we will contact your referees before interview.

Name:

Job Title:

Company:

Address:

Telephone:

Email:

Relationship:

Name:

Job Title:

Company:

Address:

Telephone:

Email:

Relationship:

Where did you see this post advertised?  
If seen on the internet, please specify website

Are you related to, or the partner of, any member or employee of the Trust?

Yes  No

If YES, please give details (failure to disclose information will disqualify the candidate concerned)

## Education and Qualifications

Please provide details of your education and qualifications (*most recent first*).

Dates		University, College, School etc.	Subject(s) Studied	Qualifications / Certificates / Grades
From	To			

## Work Related or Professional Qualifications / Membership / PGCE / GTP / NPQH / NVQ etc.

Please provide details of your professional qualifications (*most recent first*).

Dates		Name of Association / Institute / Qualification	Level or Grade of Membership
From	To		

## Relevant Training

Please provide details of any training you have received (*most recent first*).

Dates		Title of Course	Details
From	To		

## Present or Most Recent Employment

Present Post:
Name of Employer:
Employer Address:
Postcode:

Date Commenced:
Current Grade / Scale Point:
Salary Amount:
Is your present post your sole, regular employer? Yes <input type="checkbox"/> No <input type="checkbox"/> If NO, please name your other employer/s:

Reason for Leaving / Wishing to Leave:
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Notice Required / Date Left ( <i>if applicable</i> ):
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Outline of Main Duties:
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## Previous Employment

Starting with your most recent, please provide a summary of all employment, including any relevant unpaid work. Please explain any breaks in employment.

Dates		Employer	Position / Salary / Main Duties	Reason for Leaving
From	To			

In the event of you being granted an interview in connection with this application and/or being offered employment, are there any special arrangements which you would wish us to make on your behalf? Yes <input type="checkbox"/> No <input type="checkbox"/>
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If YES, please provide details:
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## Supporting Statement

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Please use this section to support the information that you have already provided regarding your suitability for this post and how you meet the requirements of the role. Include everything that is relevant (such as training and experience gained through out-of-work activities) as concisely as possible.

### **Declaration**

Any information given in the application will be treated as confidential and will only be used in relation to the post for which you have applied.

If you are provisionally offered this post, you will be required to undergo a Disclosure and Barring Service (DBS) check. If a candidate for any appointment canvasses a member of the Trust's Senior Leadership Team or Governing Body, either directly or indirectly, she/he shall thereby be disqualified from the appointment.

I declare that the information given in this application is, to the best of my knowledge, complete and correct.

Signed:

Date:

*Note: Any false, incomplete or misleading statements may lead to dismissal.*

## Additional Information

**Please complete this form, which will be detached from your application form before your application is progressed to the short listing stage of the recruitment process.**

### **Illegal Working**

Do you have the legal right to live and work in the UK?

Yes  No

Is this subject to having a work permit?

Yes  No

**You will need to produce photo identification and proof of the above if you are called to interview.**

### **Convictions**

Dixons Academies and its employees are committed to the rights of the child, the child's safety and emotional well being, and the protection of the child from all forms of abuse.

The nature of the post for which you have applied means that it is exempt from provisions contained in the Rehabilitations of Offenders Act 1974. You are therefore required to disclose any pending prosecutions, any convictions, cautions or bind overs which you have had at any time. No offence or conviction can be regarded as 'spent'.

Disclosure of a criminal offence need not necessarily debar you from appointment. However, should you fail to disclose a criminal conviction prior to appointment, this could result in your dismissal or other disciplinary action being taken against you.

Car park or speeding offences may be discounted. All other information will be treated in the strictest confidence.

**Do you have any criminal convictions, pending prosecutions, cautions or bind overs? Yes  No**   
**(other than the exclusion above)**

*If YES, please provide details of any criminal offences for which you have been convicted, including the type of offence, date of conviction and subsequent sentence:*

It will be a condition of your employment that you inform the Trust if you are convicted of any criminal offence. Failure to do so may result in disciplinary action being taken including the termination of your employment.

### **Data Protection Act**

Information from this application form may be processed for purposes registered by the employer under the Data Protection Act 1998. Individuals have, on written request, the right of access to personal data held about them.

*By signing the declaration given below I hereby give my consent to the Trust to process and retain the data supplied in this application form for an appropriate period of time for the purposes of recruitment, selection and employment.*

### **References & Qualifications**

*By signing the declaration given below I hereby authorise the Trust to take up references from my present employer, previous employer/s or those submitted as personal referees, once an invitation for interview has been confirmed. In addition, I hereby authorise the Trust to take up other reference checks as you may deem appropriate.*

*By signing the declaration given below I hereby authorise the Trust to carry out checks on all of my qualifications from an establishment or employer.*

### **Declaration**

**I declare that the information given in this application is, to the best of my knowledge, complete and correct.**

**Signed:**

**Date:**

*Note: Any false, incomplete or misleading statements may lead to dismissal.*

## Equal Opportunities Recruitment Monitoring Form

Please complete this monitoring form and return with your application form. Below we explain why the details that you provide are important both for you as an applicant and for us as an organisation committed to equal opportunities. An applicant with a disability who meets the essential criteria for the job (with a reasonable adjustment where appropriate) will be invited to interview.

The Trust is working towards equal opportunities in employment, with the aim of ensuring that everyone who applies to work for us receives fair treatment. To help us to achieve this aim we ask you to complete this monitoring form.

We understand that some applicants will be hesitant to provide the personal details requested, but please be assured that this information is confidential and will only ever be processed or analysed on a completely anonymous basis. By completing the information you will be helping us to ensure that you and others receive fair treatment when applying for jobs with us.

The request for this information and the uses to which it will be put are within the scope of the Data Protection Act 1998 which allows for the allocation and reporting of sensitive data for monitoring purposes.

This form will be detached from your application form before your application is progressed to the short listing stage of the recruitment process.

The monitoring form will be kept separate from the job application form to ensure that none of the information you have provided is used in the selection decision. The information that you provide will be treated as strictly confidential and only used to monitor the fairness of our recruitment and selection procedures.

If you have any queries or concerns about any part of this monitoring form, please write to Mrs A Bullivant, PA to the CEO, c/o Dixons McMillan Academy, Trinity Road, Bradford, BD5 0JD and we will look into the points that you raise.

Thank you for completing this form. We wish you success with your application.

Name:
1. I consider myself to be: Male <input type="checkbox"/> Female <input type="checkbox"/>

Post:
2. Marital Status: Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/>

3. I am aged: ..... years ..... months
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Date of Birth: (DD / MM / YY) ..... / ..... / .....
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4. I would consider my racial or cultural origin as:			
<b>a. Asian</b> Asian - Bangladeshi <input type="checkbox"/> Asian - British <input type="checkbox"/> Asian - Indian <input type="checkbox"/> Asian - Pakistani <input type="checkbox"/> Other Asian Background <input type="checkbox"/> <i>Please specify:</i>	<b>b. Black</b> Black - African <input type="checkbox"/> Black - British <input type="checkbox"/> Black - Caribbean <input type="checkbox"/> Other Black Background <input type="checkbox"/> <i>Please specify:</i>	<b>c. Chinese</b> Chinese <input type="checkbox"/>  <b>e. Irish</b> Irish <input type="checkbox"/>	<b>d. Mixed</b> Asian & White <input type="checkbox"/> Black African & White <input type="checkbox"/> Black Caribbean & White <input type="checkbox"/> Other Mixed Background <input type="checkbox"/> <i>Please specify:</i>
<b>f. White</b> White - British <input type="checkbox"/>  White - European <input type="checkbox"/> Other White Background <input type="checkbox"/> <i>Please specify:</i>	<b>g. Other Ethnic Group</b> <i>Please specify:</i> <input type="checkbox"/>		

5. If you are multi or bi-lingual, please state the languages you speak:
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6. I am a member or follower of the following religious group:

- a. None / no religion  b. Buddhist  c. Christian  d. Hindi   
e. Jewish  f. Muslim  g. Sikh  h. Other   
*Please specify:*

7. I consider myself to have a disability:

Yes  No

If YES, please indicate the nature of your disability and details about the effects of your disability, and any support you may require during the interview process or in the workplace.

If you are a registered disabled person, please give the following details:

Registration Certificate Number:

Expiry Date:

**Please forward your completed application form to [lsharp@dixonsat.com](mailto:lsharp@dixonsat.com) using the post title in the subject line of your email. Alternatively, you can post your application form to Mrs L Sharp, Trust HR Officer, c/o Dixons Trinity Academy, Trinity Road, Bradford, BD5 0BE.**

**Please note, you may receive an automated confirmation email even if your application is submitted after the deadline. Late submissions will not be considered. Thank you for applying for a post at Dixons Academies.**